



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **PARALEGAL Tax Section**

Provides paralegal support to attorneys in Tax Litigation Section.

### **Duties**

- Process discovery requests directed to clients; contact clients or liaisons to obtain documents and responses to discovery; keep track of due dates and prepare motions or notices.
- Identify, collect, and prepare evidentiary materials in support of motions for summary judgment or responses, including affidavits and documentary evidence, at the direction of the assigned attorney. Legal research if requested.
- As needed and assigned by Section Chief or other attorneys in the section, provide paralegal support to attorneys in the Tax Litigation Section.
- Other duties as assigned.

### **Skills**

- Proficient at word processing (Word 2000 or equivalent), email (Outlook 2000 or equivalent), spreadsheets (Excel or equivalent), Adobe, and e-filing.
- Good client relation skills, including ability to work with clients to obtain information in a timely manner.
- Pleasant telephone demeanor, as clients and opposing counsel must frequently be contacted by phone.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.
- Familiarity with the Indiana Rules of Court, including the Indiana Tax Court Rules.
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond when required.
- Awareness of ethical concerns, including need for confidentiality.

### **Requirements:**

- Paralegal degree or equivalent work experience preferred.